

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp
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PUBLIC RECORDS
2018 MAR -1 PM 3:00

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Center for American Progress (CAP)

Travel date(s): February 19-24, 2018

Name of accompanying family member (if any): None

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$667	\$700	\$400	None
<input type="checkbox"/> Actual Amount	Please see attached document	Please see attached document	Please see attached document	

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	None	None	None	None
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see attached document

3/1/18
(Date)

Nicole Porreca
(Printed name of traveler)

N Porreca
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/1/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): _____
Center for American Progress (CAP)

 2. Description of the trip: _____
Please see attached document

 3. Dates of travel: February 19-24, 2018

 4. Place of travel: Mexico City & Puebla, Mexico.

 5. Name and title of Senate invitees: Please see attached document

 6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
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 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

-OR-

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Please see attached document

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Please see attached document

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is CAP's first trip sponsorship of congressional employees

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CAP is a progressive public policy research and advocacy organization that holds public events and publishes reports and news columns on today's most important national issues.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$667	\$700	\$400	None
<input type="checkbox"/> Actual Amounts	Please see attached document	Please see attached document	Please see attached document	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

A) The trip involves an event that is arranged or organized without regard to congressional participation.

18. Reason for selecting the location of the event or trip

Mexico City and Puebla allows participants to meet with and engage with Mexican counterparts, government officials, private sector, media, and civil society actors.

19. Name and location of hotel or other lodging facility:

Hotel Flow Suites

Av Nuevo León 108, Hipódromo, Mexico City, Mexico

20. Reason(s) for selecting hotel or other lodging facility:

Central location in Mexico City for activities of the program and meets maximum per diem rates

in Mexico City for official Federal Government travel as established by the State Department.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Please see attached document.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach round-trip airfare

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Winnie Stachelberg, EVP

Name of Organization: Center for American Progress (CAP)

Address: 1333 H St. NW, Washington, DC 20005

Telephone Number:

Fax Number:

E-mail Address: wstachelberg@americanprogress.org



Center for American Progress — US-Mexico Leaders Initiative Private Sponsor Travel Certification Form – Additional Responses

2. Description of the trip:

The Mexico Program at the Center for American Progress (CAP) will convene its third U.S.-Mexico Leaders Initiative with a class of 10-15 leaders from across the United States, in Washington, DC and Mexico, February 19-24, 2018. Our five-day program, beginning in Washington D.C. and ending in Mexico, will bring together participants with diverse backgrounds who will visit Mexico City & Puebla and engage with Mexican counterparts, government officials, private sector, media, and civil society actors.

The Mexico Team's initiative strives to enhance the discourse on U.S.-Mexico relations by fostering bidirectional movement of concerns and ideas between the next generation of leaders in the U.S. and Mexico.

Over time, the CAP Mexico Team aims to take multiple different groups of emerging leaders to Mexico in 2018 and beyond—making each delegation truly binational by bringing together emerging leaders from both Mexico and the United States for all stages of each program. It also aims to create a binational network of alumni that will help host events and discussions in their respective communities with influential public and private sector personalities addressing present-day concerns on both sides of our shared border.

5. Name of Senate invitees:

Nicole Porreca, Senior Foreign Policy Advisor, Office of Senator Tim Kaine

Ian Rockwell, Legislative Correspondent for Sen. Bernard Sanders

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Center for American Progress (CAP) is the sole organizer of the trip. As the sole organizer of the trip, CAP led the development of the agenda and content, selection of activities, and arranged all logistics, including lodging and transportation. The tour participants were selected at the sole discretion of CAP.

The Walton Family Foundation (WFF) has provided grant funds to CAP in support of CAP's Mexico Program and its broader efforts. The WFF is not a sponsor and played no role in organizing the trip. After being awarded the grant, CAP decided on its own to use part of the WFF

grant to fund the trip that is currently under the Committee's consideration—none of the funds were earmarked for the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Center for American Progress is an independent nonpartisan policy institute that is dedicated to improving the lives of all Americans, through bold, progressive ideas, as well as strong leadership and concerted action.

CAP's U.S.-Mexico Leaders Initiative strives to enhance the discourse on U.S.-Mexico relations in the policy realm by fostering bidirectional movement of concerns and ideas between the next generation of leaders in the U.S. and Mexico to both expand and elevate the discussion about the most complex and important bilateral relationship the United States has today, its relationship with Mexico.

16. Total Expenses for Each Participant:

Airfare Costs to and from Mexico City

Roundtrip United Flight 1566 & 1567 = \$377 per person

Mexico City Transportation Costs

Driver & Shuttle bus for 5 ½ days (19, 20, 21, 22, 23, 24):

Total = \$250 per person

Incidental Expenses in Mexico City (taxi from airport to hotel & taxi to airport from hotel):

Total= \$40 per person

Meals & Lodging in Mexico City

Lodging: \$140 daily per person

Meals: \$80 daily per person

Total for 5 days = \$1,100 per person

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Travel, lodging, meals, and other expenses for the U.S.-Mexico Leaders Initiative is below the maximum per diem rates in Mexico City for official Federal Government travel as established by the State Department.

U.S.-MEXICO LEADERS INITIATIVE SCHEDULE
Washington D.C.-Mexico City – February 19-24, 2018

CAP Contacts: **Dan Restrepo** +1 (301) 367-2459
 Michael Werz +1 (202) 390-6484
 Joel Martinez +1 (510) 301-6880
 U.S. Embassy Emergency Number
 01-55-5080-2000, dial 0 for operator, ask for Duty Officer.

Monday, February 19, 2018

Welcome Reception, Venue: Center for American Progress (CAP)
Location: 2nd Floor, 1333 H St. NW

9:00 – 9:45 AM	<u>Briefing & Discussion by CAP Staff</u> <u>Speakers:</u> Michael Werz-CAP Senior Fellow Dan Restrepo-CAP Senior Fellow Joel Martinez-CAP Research Associate <u>Topic:</u> Briefing session on the U.S.-Mexico Leaders Initiative, reviewing of agenda for the trip, and clarifying any pending questions from participants. <u>In attendance:</u> Other trip participants
9:45 – 11:30 AM	<u>Mexico as Viewed from Washington</u> <u>Speakers:</u> Denis McDonough- 26th White House Chief of Staff Andrew Selee-President of the Migration Policy Institute Leah Campos-Senior Advisor, House Committee on Foreign Affairs Juan Gonzalez-Fmr. Deputy Assistant Secretary of State for Western Hemisphere Affairs <u>Topic:</u> Discussion with policy experts on how Mexico and the U.S.-Mexico relationship is viewed from Washington D.C. <u>In attendance:</u> Other trip participants
11:30– 12:00 PM	Lunch Break
12:00 – 1:45 PM	<u>Discussion with Enrique Acevedo (Univision) & José Díaz-Briseño (Reforma)</u> <u>Topic:</u> Conversation on U.S-Mexico relations from the perspective of media correspondents in Washington D.C. <u>In attendance:</u> Other trip participants
2:00 PM	<u>Depart to Airport from CAP Offices</u> Shuttle Pick-Up
5:00 PM	<u>Fly Out:</u> Washington D.C. (IAD) — Mexico City (MEX) United 1566: 5:00pm - 9:00pm
9:15 PM	<u>Shuttle Pick-Up at Terminal 1</u>

10:00 PM

Check In Hotel:

Hotel Flow Suites

Av Nuevo León 108, Hipódromo Ciudad de México, Mexico

Tuesday, February 20, 2018

7:00 AM

Depart Hotel

Shuttle Pick-Up

7- 8 AM—Transfer time to CIDE: 1 hour

8:00 – 10:30 AM

Breakfast & Roundtable at Centro de Investigación y Docencia Económicas (CIDE)

Location: Carretera México-Toluca 3655, Lomas de Santa Fé, 01210 Alvaro obregón

Speakers: José Juan López Portillo-CIDE Professor

Carlos Bravo-CIDE Professor

Topic: Historical overview of U.S.-Mexico relations from Mexican academics.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, other CIDE staff, and local guides.

10:30-11 AM—Transfer time: ½ hour

11:00 –12:30 PM

Meeting with Alejandra Palacios, Chairwoman of the Mexican Federal Economic Competition Commission (COFECE)

Location: Av. Santa Fe No. 505, piso 24, Col. Cruz Manca, Del. Cuajimalpa, C.P. 05349, Ciudad de México

Topic: A conversation with a representative from a government agency on in-depth analysis of Mexico's economic development.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

12:30- 1:00 PM—Transfer time: ½ hour

1:30 – 2:30 PM

Meeting with Minister of Foreign Affairs Luis Videgaray and Carlos Sada, Deputy Foreign Minister, North America

Location: Secretaría de Relaciones Exteriores, Plaza Juárez 20, Col. Centro, CDMX

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, other SRE Staff, and local guides.

Topic: A conversation with a high-level government representative on in-depth analysis of Mexico's economic development.

3:00 – 4:45 PM

Group Meal

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants

4:45- 5:30 PM—Transfer time: 45 minutes

5:30 – 6:45 PM

Meeting with Paulo Carreño, CEO of ProMéxico

Location: Camino a Santa Teresa No. 1679, Col. Jardines del Pedregal, Del. Álvaro Obregón, C.P. 01900, CDMX

Topic: A discussion with ProMéxico's CEO—a trust fund of the Federal government of Mexico that promotes international trade and investment.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

6:45- 7:30 PM—Transfer time: 45 minutes

7:30 – 9:00 PM

Working Dinner with Valeria Moy, Director of México Cómo Vamos

Location: Juan de Acuña 150, Col. Lomas de Virreyes, 11000, CDMX

Topic: A conversation with the director of an NGO specializing in Mexican public policy and economics, allowing to evaluate the performance of the country in order to promote accelerated and sustainable economic growth throughout Mexico.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

9:00 PM

Return to Hotel

Wednesday, February 21, 2018

7:30 AM

Depart Hotel

Walk over to Salicornia

8:00 – 9:30 AM

Breakfast at Salicornia with Independent Presidential Candidate Armando Ríos Piter

Location: Cuernavaca 85, Col. Condesa, Del. Cuauhtémoc, 06140, CDMX

Topic: Discussion with Mexican independent candidate on Mexican domestic policies and the upcoming Mexican Presidential Election in July 2018.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

9:30-10:15 AM—Transfer time: 45 minutes

10:30 – 11:30 AM

Meeting with Pablo González, CEO at Kimberly-Clark de México

Location: Jaime Balmes 8, Piso 10, Col. Morales, Del. Miguel Hidalgo, 11510, CDMX

Topic: Discussion on Mexico's economic performance, investment, and the upcoming Mexican Presidential Election in July 2018.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

11:30 AM – 12:15 PM—Transfer time: 45 minutes

12:30 – 1:45 PM

Lunch Meeting with Political Analyst Jesús Silva Herzog Márquez

Location: Protasio Tagle 81, Col. San Miguel Chapultepec, 11850, CDMX

Topic: Conversation with Mexican economist on Mexico's economic development, progress, and challenges.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

1:45 – 2:15 PM—Transfer time: ½ hour

2:30 – 4:00 PM

Meeting with Luis Madrazo, Campaign Member of Candidate José Antonio Meade

Location: TBD

Topic: Discussion with campaign member of Mexican presidential candidate on Mexican domestic policies and the upcoming Mexican Presidential Election in July 2018.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

4:30-5:30 PM—Transfer time: 1 hour

5:30 – 6:30 PM

Meeting with Alexandra Haas, CONAPRED

Location: Dante 14, Miguel Hidalgo, Anzures, 11590 CDMX

Topic: A conversation on the Mexican government agency established to promote policies and measures to contribute to the cultural and social development and progress in social inclusion and guarantee the right to equality of all Mexicans.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, CONAPRED staff, and local guides.

6:30-7:15 PM—Transfer time: 45 minutes

7:30 – 9:00 PM

Dinner at Salicornia with Foreign Media Correspondents

Speakers: Azam Ahmed, The New York Times;
Jude Webber, Financial Times

Location: Cuernavaca 85, Col. Condesa, Del. Cuauhtémoc, 06140, CDMX

Topic: Conversation on U.S-Mexico relations from the perspective of media correspondents in Mexico City.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

9:00 PM

Return to Hotel

10-minute walk back

Thursday, February 22, 2018

7:30 AM

Depart Hotel

Shuttle Pick-Up

8:30 – 9:30 AM

Meeting with Carlos Perez Verdía, President Peña Nieto's Chief of Staff, and Paulina Terrazas Valdés, Head of Special Projects for President Peña Nieto

Location: Los Pinos-Parque Lira S/N, San Miguel Chapultepec I Sección Bosque de Chapultepec, 11850, Miguel Hidalgo

Topic: A discussion with President Peña Nieto's Staff on U.S.-Mexico relations and upcoming Mexican Presidential Election in July 2018.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

9:30-10:30 AM—Transfer time: 1 hour

10:30 - 12:00 PM

Meeting with Salomón Chertorivksi, Member of Ricardo Anaya's Presidential Campaign

Location: Salicornia Cuernavaca 85, Col. Condesa, Del. Cuauhtémoc, 06140, CDMX

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

Topic: Discussion with campaign member of Mexican presidential candidate on Mexican domestic policies and the upcoming Mexican Presidential Election in July 2018.

12:00 – 1:30 PM

Group Lunch

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants

2:00 – 3:30 PM

Meeting with U.S. Ambassador Roberta Jacobson

Location: U.S. Embassy in Mexico, Paseo de la Reforma 305, Cuauhtémoc, 06500 Ciudad de México, CDMX

Topic: A conversation with a high-ranking U.S. government official in Mexico on U.S.-Mexico relations.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

3:30- 4:30 PM—Transfer time: 1 hour

5:00 – 6:30 PM

Meeting with Members of Andrés Manuel López Obrador's Campaign

Speakers: Olga Sanchez-Secretaria de Gobernación

Héctor Vasconcelos-Secretario de Relaciones Exteriores

Luisa Alcalde Lujan-Secretaria de Trabajo

Alejandra Frausto-Secretaria de Cultura

Josefa Gonzalez Blanco-Secretaria de Medio Ambiente

Location: Edificio Torre del Bosque, Boulevard Manuel Ávila

Camacho 24, Piso 16, Col. Lomas de Chapultepec, 11000, CDMX.

Topic: Discussion with campaign members of Mexican presidential candidate on Mexican domestic policies and the upcoming Mexican Presidential Election in July 2018.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

8:30 PM

Return to Hotel

Evening free for participants

Friday, February 23, 2018

6:30 AM

Depart Hotel for Puebla

Shuttle Pick-Up

6:30-9 AM—Transfer time: 2 ½ hours

9:00 AM – 12:00 PM

Tour of Rassini Metal Polishing Plant

Location: 74120, Autopista México - Puebla 269, San Baltazar Temaxcalac, Santa María Moyotzingo, Puebla, Mexico

Topic: A tour of Mexico's largest auto-parts manufacturer that operates in the global automotive industry. The Company, through its business units, manufactures automobile suspension and brake system components. Rassini's principal market is light vehicles in North America. This will allow trip participants to view and experience a briefing of one of Mexico's largest domestic employers and the economic opportunities they provide.

In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, Rassini staff, and local guides.

12:00 – 12:45 PM **Lunch at Rassini**
Location: Rassini Facilities

1:00 PM **Depart Rassini**

1-1:45 PM—Transfer time to Ibero Puebla: 45 min.

2:00 – 3:45 PM **Visit Universidad Iberoamericana Puebla**
Location: Blvrd del Niño Poblano 2901, Reserva Territorial Atlixcáyotl, Centro Comercial Puebla, 72810 San Andrés Cholula, Puebla, Mexico
Topic: A conversation with Mexican college students on U.S.-Mexico relations, education, and economic opportunities. This will allow trip participants to have a substantive discussion with Mexican college students on Mexican education and social upward mobility.
In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

4:00 PM **Depart Ibero Puebla for Puebla City Center**

4-5 PM—Transfer time: 1 hour

5:00 – 7:30 PM **Farewell Dinner at Casa Reyna**
Location: PRIVADA 2 ORIENTE # 1007 COL. CENTRO PUEBLA, PUEBLA C. P. 72000
In attendance: Michael Werz-CAP Senior Fellow; Dan Restrepo-CAP Senior Fellow; Joel Martinez-CAP Research Associate; other trip participants, and local guides.

7:30 – 10 :00 PM **Departure to Mexico City**
Return to Hotel

Saturday, February 24, 2018

6:00 AM **Hotel Check Out**
Shuttle Pick-Up

9:40 AM **Fly Out**
Mexico City (MEX) — Washington D.C. (IAD)
United 1567: 9:40am – 2:45 PM

United States Senate

SELECT COMMITTEE ON ETHICS

February 14, 2018

Nicole Porreca
Office of Senator Tim Kaine
United States Senate
Washington, DC 20510

Dear Ms. Porreca:

This responds to your recent correspondence concerning an invitation you received to travel to the *U.S.-Mexico Leaders Initiative* in Mexico City and Puebla, Mexico, on February 19-24, 2018, sponsored by the Center for American Progress (CAP). CAP certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. CAP has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at *any point throughout your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, CAP is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

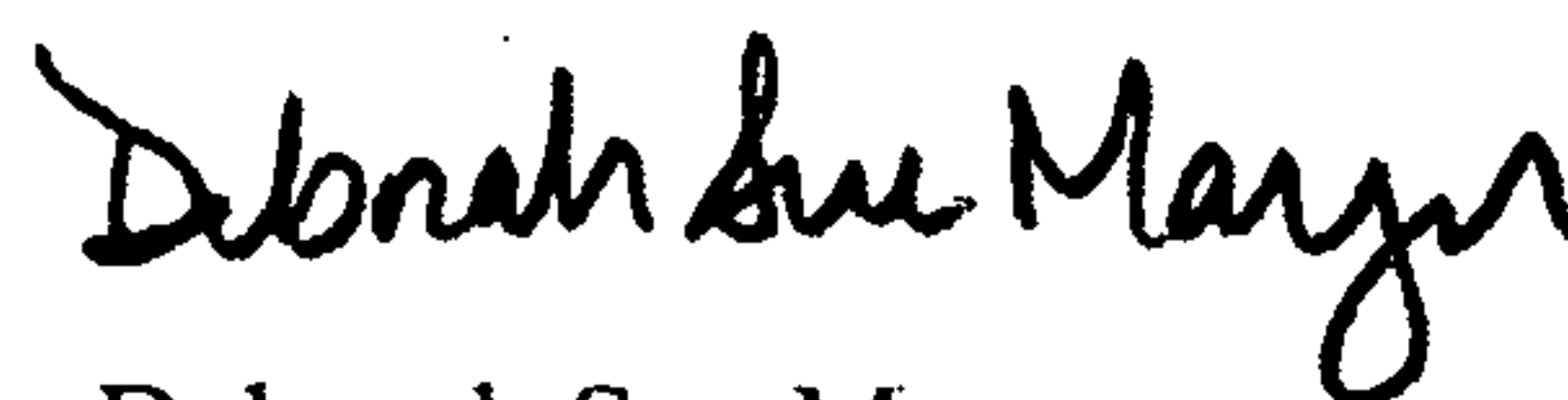
The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.³ However, CAP represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁴

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).⁵ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 16, 2018, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,⁶ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

³ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁴ 26 U.S.C. § 501(c)(3).

⁵ 5 U.S.C. § 7342.

⁶ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.



U.S.-Mexico Leaders Initiative



Dear Nicole Porreca,

There is no binational relationship more important for the United States than our relationship with Mexico. Despite this fact, today's public leaders are marred by misguided rhetoric and a systemic lack of understanding of the full range of realities in each country. This lack of understanding makes promoting sensible public policies—across a broad range of issues affecting countless lives throughout the United States—far too hard to achieve.

To bridge this destructive gap, the Center for American Progress (CAP) has launched a new initiative and we write today to **invite you to apply to our U.S.-Mexico Leaders Initiative** and become part of building a new, vibrant, 21st Century U.S.-Mexico relationship.

The CAP Mexico Team will convene its third U.S.-Mexico Leaders Initiative class of 10-15 leaders from across the United States, in Mexico, February 19-24. Our five-day program will bring together participants with diverse backgrounds who will visit Mexico City and Puebla, and engage with Mexican counterparts, government officials, private sector, media, and civil society actors. The costs of the program—domestic and international flights, food, lodging, and on-the-ground transportation—will be fully covered.

Over time, the CAP Mexico Team aims to create a binational network of alumni that will help host events and discussions in their respective communities with influential public and private sector personalities addressing present-day concerns on both sides of our shared border.

Guiding the next generation of global leaders on foreign policy—starting with the United States' most complex and important binational relationship—is essential.

It is our hope that you will apply to become part of our effort to both expand and elevate the discussion of that relationship as it is imperative that those who understand the shared destiny of the United States and Mexico, and how each country affects political, social, economic, and cultural development in the other, are well informed and raise their voice to defend the complexity and diversity of the U.S.-Mexico relationship.

We look forward to your application and to working together in the future.

—CAP Mexico Team